

County of Door Clerk Typist I

Status: Non-Exempt
Department: Planning
EEO: 06 Office/Clerical

Pay Grade: Courthouse Union - K
Revision Date: 04/27/2010

General Summary

This position performs a variety of typing, word processing, and clerical tasks. Must have knowledge of office terminology, practices, and procedures and be able to use own judgment in choosing priority of routine assignments to be accomplished. It is necessary to have the ability to efficiently move from one task to another quickly (i.e. numerous interruptions by telephone calls, counter traffic, questions, and information requested by other staff members, etc.). Performs related duties as required, including back-up of other clerical positions.

Duties and Responsibilities

Essential Job Functions

1. Answers routine customer questions either in person or phone coming into department.
2. Refers questionable issues to supervisor or other appropriate staff.
3. Types from rough draft, finished copy, or dictation various correspondence; to include letters; reports; legal descriptions; County Board Reports and Ordinances; agendas, minutes, and notices for Board of Adjustment and Resource Planning Committee; and occasionally transcripts of testimony given at zoning hearings.
4. Organize files and initial processing of zoning permit applications, variances, appeals, zoning amendment petitions, and certified survey maps. Recording of said applications and referral to appropriate staff person. Preparation, recordation, and filing of decisions regarding all applications and petitions.
5. Receipt and reconcile incoming fees.
6. Sorts and records all incoming and outgoing mail as required. Opens and distributes incoming mail to appropriate staff members. Files documents and correspondence by established practice.
7. Responsible for Board of Adjustment and Resource Planning Committee mailings. (Notices, agendas, and materials to board members for each public hearing.) Responsible for e-mailing notices to the local paper for legal notice publication.
8. Mailing of notices of overdue bills:

General Job Functions

1. Primary or initial client contact for department.
2. Multi-tasking clerical support.

Reporting Relationships

Reports to the Planning Director. Work requests may also come from Professional staff to include Administrative Assistant, Zoning Administrators, and Planner.

Requirements

Training and Experience

1. High school diploma or GED; supplemented by a minimum of one (1) year of responsible office work experience in related area.
2. Minimum of two (2) years of computer experience. Equivalent combination of training and experience may suffice.
3. Must be able to type a minimum of 45 words per minute determined by a standard keyboarding test.

Knowledge, Skills, and Abilities Required

1. Ability to read, comprehend, and communicate, both verbally and in writing.
2. Knowledge of modern office practices and procedures, business math and English, department terminology, and ability to type at a reasonable speed and with accuracy.
3. Use tact and courtesy in meetings with other employees, supervisors, County Officials, clients, and other county and local officials and outside agencies, including attorneys, surveyors, contractors, and real estate agents.
4. Ability to verbally communicate with clients regarding department processes, ordinances, resources, and services.
5. Ability to competently operate a computer using Microsoft Office® or comparable software, typewriter, engineering copier, mail machine, tape duplicating machine, FAX, scanner, and dictaphone.
6. Ability to work with frequent distractions from work due to walk-in or phone-in clients.
7. Capable of working with limited supervision; expected to make decisions regarding priority of routine assignments.
8. Familiarity with plat book, zoning and floodplain maps and ordinances, historical aerial photos, Real Property Listing Department tract listings and maps, AS400 parcel records system, web map navigation using GIS layers, and air photos is desired.

Physical & Working Conditions

1. 75% of time is spent sitting. (Nearly all of that is spent talking, using near vision and high fingering for typing, etc.)
2. 20% of the time is standing, walking.
3. 5% of time is medium lifting and carrying 20-40 lbs. or less.
4. Almost all time spent performing duties in a normal office environment with little or no discomfort due to temperature, dust, noise, and the like.
5. Frequent distraction from work due to walk-in or phone-in clients.
6. Occasionally necessary to defuse situation with disgruntled clients.

In an effort to provide for continuity of County government and to cope with the problems of the emergency, you may be required to work during a proclaimed state of emergency, consistent with Sec 166.03 (4) (a) – (d) Wis. Stats. and County emergency management plans and programs.

The above is intended to describe the general content of the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements. They may be subject to change at any time due to reasonable accommodation or other reasons.

Approvals:

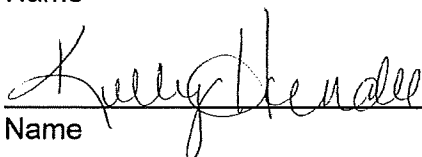


Name

Department Head

4/28/2010

Date

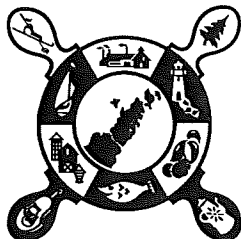


Name

Human Resources Director

4/28/10

Date



County of Door Human Resources

County Government Center
421 Nebraska Street
Sturgeon Bay, WI 54235

Kelly A. Hendee
Human Resources Director
(920) 746-2305
khendee@co.door.wi.us

2010 Salary & Fringe Benefits – Clerk Typist I Door County Planning Department

Hours: Forty (40) hours per week

Contract Salary Wage Range: Starting \$13.11 per hour

HEALTH: 90% Paid for Family Coverage, employee pays \$87.66/month
90% Paid for Single Coverage, employee pays \$35.06/month

DENTAL: 100% Paid for Family & Single Coverage (full time employee)
(Based on current Dental Contract expense)

VACATION: Two (2) weeks after one (1) year
Three (3) weeks after seven (7) years
Four (4) weeks after fifteen (15) years
Five (5) weeks after twenty-four (24) years
Vacation is not allowed for employees until after completion of six months of employment.

HOLIDAYS: New Year's Day
Memorial Day
Fourth of July
Labor Day
Thanksgiving Day
Day after Thanksgiving Day
Day before Christmas
Christmas Day
Friday before Easter (1/2 day)
Day before New Years (1/2 day)
Two Floating Holidays (16 hours)

RETIREMENT: Wisconsin Retirement Fund, 100% Paid by County

SICK LEAVE: One Day (8 hours) earned per month. Cumulative with no limit.

NOTE: Sick leave use and paid holidays are not allowed for employees until after completion of six months of employment.